



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	SENIOR INVENTORY MANAGEMENT CLERK
3	Posting Number	PN #111962
4	Department	Municipal Courts Administration
5	Division	Court Operations
6	Division	Various
7	Section	1400 Lubbock and/or 8300 Mykawa Road
8	Reporting Location	All shifts, days, hours and holidays*
	Workdays & Hours	*Subject to change
9	DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS Performs a variety of clerical functions as needed. This includes serving as an official of the court; processing paperwork and complaints; providing directions to citizens; preparing dockets and courtrooms for court sessions; researching files, retrieving and filing documents; preparing records and reports; maintaining correspondence, reports, etc.; verifying data to ensure accuracy; general data entry activities from source documents; cashiering; to effectively communicate with citizens, attorneys, judges, and law enforcement officials, sometimes in stressful situations and other general office functions. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries.	
10	WORKING CONDITIONS General office environment. Requires the ability to follow work assignments, and to operate computers and other office equipment; to sit or stand for long periods of time in front of a terminal or counter; occasional lifting of up to 40 pounds.	
11	MINIMUM EDUCATIONAL REQUIREMENTS Requires a high school diploma or GED.	
12	MINIMUM EXPERIENCE REQUIREMENTS Two (2) years of experience in customer service, general clerical duties, cashiering, courtroom, or other related areas.	
13	MINIMUM LICENSE REQUIREMENTS None	
14	PREFERENCES Proficient in Windows Microsoft Office environment (Word, Excel, PowerPoint, etc) Bilingual skills.	
15	SELECTION/SKILLS TESTS REQUIRED None. However, the department may administer and the applicant must successfully complete a computer skill assessment	
16	SAFETY IMPACT POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><div>Salary Range - Pay Grade 12</div><div>\$789.00 - \$1,322.00 Biweekly\$20,514.00 - \$34,372.00 Annually</div></div>	
18	OPENING DATE	July 12, 2006
19	CLOSING DATE	July 18, 2006
20	APPLICATION PROCEDURES Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD phone number is 713/837-9496. <div>An equal opportunity employer</div>	